USER MANUAL

Pocket PC Phone

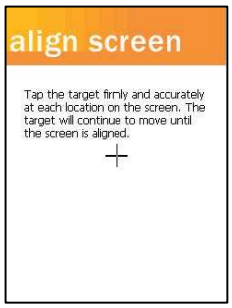
Welcome

Congratulations on the purchase of a new Windows Mobile-based Pocket PC Phone. The integrated wireless voice and data capabilities mean that as well as keeping your important PIM information up-to-date and close at hand, you can make calls, send and receive e-mail, and look up valuable information from the Internet or your company's network anytime, anywhere. Also, with Microsoft® ActiveSync® the power of your device is increased by allowing you to synchronize the information on your PC with your device.

Chapter 1 Knowing Your Device

1.1Starting Up

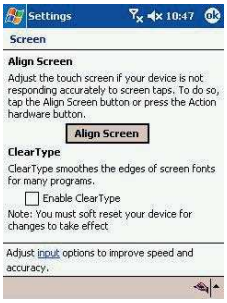
Screen tapping, Calibration and Re-calibration


align screen
Tap the target firmly and accurately at each location on the screen. The target will continue to move until the screen is aligned.

When you first start up your Pocket PC Phone, you will be asked to calibrate the screen by tapping the center of a cross with your stylus as it moves around the screen. This process ensures that when you tap the screen with your stylus the item tapped is activated.

If your device does not accurately respond to screen taps, you will need to re-calibrate it.

To re-calibrate the screen:


Settings
10:47
Screen
Align Screen
Adjust the touch screen if your device is not responding accurately to screen taps. To do so, tap the Align Screen button or press the Action hardware button.
Align Screen
ClearType
ClearType smoothes the edges of screen fonts for many programs.
Enable ClearType
Note: You must soft reset your device for changes to take effect
Adjust input options to improve speed and accuracy.

1. Tap → Settings → System → Screen.
2. As described above, tap the center of the cross to with your stylus as it moves around the screen.

Today Screen

The Today screen displays important information, such as today's appointments and status icons for your device. Tap the information listed on the Today screen to open the associated program.

Access the Today screen by tapping → Today.

To customize the Today screen display, including the background image, tap Today at the top of the Today screen or tap → Settings → Personal tab → Today

Indicators

Following are some of the status icons you may see.

Indicators	Meaning
	Turns all sounds on and off.
	Main battery low.
	Main battery very low.
	Connection is active.
	Synchronization is beginning or ending.
	Synchronization is occurring.
	Notification that one or more instant messages were received.
	Notification that one or more mobile e-mail / SMS messages were received.
	Indicates the connection to your mobile phone service provider is on and the strength of the signal.
	Indicates your phone is switched off.
	If more notification icons need to be displayed and there is no room to display them, this indicator will display. Tap the icon to view all notification icons.

Programs

You can switch from one program to another by selecting it from the menu. To access some programs, tap → Programs, and then the program name.

The following table contains a partial list of programs that are on your device. Look on the Pocket PC Companion CD for additional programs that you can install onto your device.

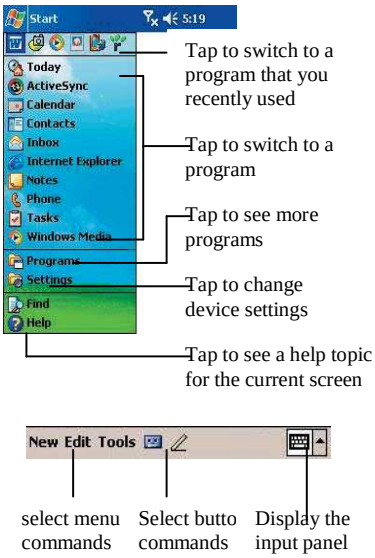
Icon	Program	Description
	ActiveSync	Synchronizes information between your device and PC.
	Calendar	Keeps track of your appointments and creates meeting requests.
	Contacts	Keeps track of your friends and colleagues.
	Inbox	Sends and receives e-mail/ SMS messages.
	Pocket IE	Pocket Internet Explorer browses Web and WAP sites, and downloads new programs and files from the Internet.
	Notes	Creates handwritten or typed notes, drawings, and recordings.
	Phone	Makes and receives calls, switches between calls and sets up conference calling.
	Tasks	Keeps track of your tasks.
	Windows Media Player	Enables the multimedia function on your Pocket PC Phone.
	Pocket Excel	Creates new workbooks or view and edit Excel workbooks.
	Pocket Word	Creates new documents or view and edit MS-Word documents.
	MSN Messenger	Sends and receives instant messages with your MSN Messenger contacts.
	Microsoft Reader	Collects and reads e-Books on your device.

Navigation Bar and Command Bar

The navigation bar, located at the top of the screen, displays active programs and current time, enables you to switch to programs and close screens.

1. Use the command bar at the bottom of the screen to perform tasks in programs.

2. The command bar includes menu names, buttons, and the Input Panel button. To create a new item in the current program, tap New. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



Pop-Up Menus

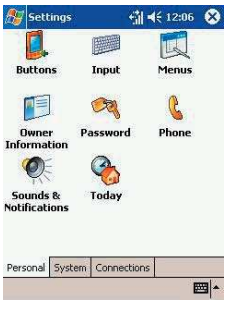
Use pop-up menus to quickly perform an action on an item. For example, you can use a pop-up menu to delete or make a copy of an item. To access a pop-up menu, tap and hold the item that you want to perform the action on. When the menu appears, tap the action you want to perform, or tap anywhere outside the menu to close it without performing an action.

1. Tap and hold to display the pop-up menu.
2. Lift the stylus and tap the action you want.
3. Tap outside the menu to close it without performing an action.

Notifications

Your device reminds you in a variety of ways when you have something to do or receive a SMS. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you will be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your device.
- The device vibrates.



To choose reminder types and sounds for your device, tap → Settings → Personal → Sounds & Notifications. The options you choose here apply throughout the device.

1.2 Entering Information

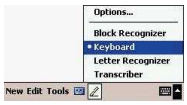
You can enter information on your device in several ways, depending on the type of device you have and the program you are using.

- Synchronizing – Using ActiveSync, exchange information between your PC and device.
- Typing - Using the input panel, enter typed text into the device. You can do this by tapping keys on the soft keyboard or by using the handwriting recognition software.
- Writing - Using the stylus, write directly on the screen.
- Drawing - Using the stylus, draw directly on the screen.
- Recording - Create a stand-alone recording or embed a recording into a document or note.

For more information on ActiveSync, see Chapter 4

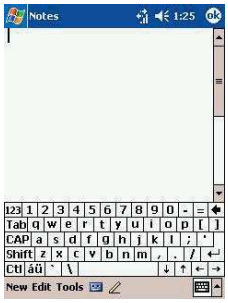
Using the Input Panel

Use the input panel to enter information in any program on your device. You can either type using the soft Keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.



To show or hide the input panel, tap the Input Panel button . To see your choices tap the arrow next to the Input Panel button.

a. To type with the soft keyboard

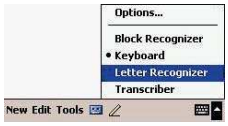


- Tap the arrow next to the Input Panel button and then Keyboard.
- To type lowercase letters, tap the keys with the stylus.
- To type a single uppercase letter or symbol, tap the Shift key. To tap multiple uppercase letters or symbols, tap the CAP key.
- For uppercase, tap and hold the stylus on the a key and drag up.
- To add a space, tap and hold any key and then drag the stylus to the right across at least two others.
- To backspace one character, tap and hold any key and then drag the stylus to the left across at least two others.
- To insert a carriage return, tap and hold the stylus anywhere on the keyboard and drag down.

When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is automatically inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.

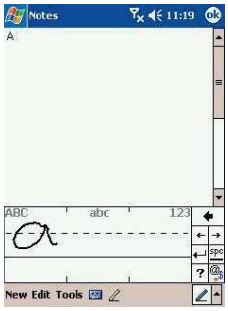
If you want to use larger keys, tap the arrow next to the Input Panel button → then tap Options → select Keyboard in Input method and → then select Large Keys

b. Using Letter Recognizer



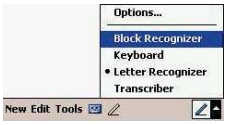
With Letter Recognizer you can write letters using the stylus just as you would on paper.

1. Tap the arrow next to the Input Panel button and then Letter Recognizer.
2. Write a letter in the box.



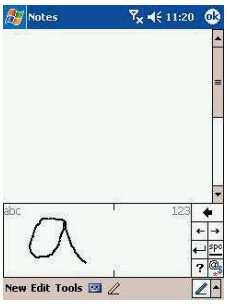
When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark ? next to the writing area.

c. Using Block Recognizer



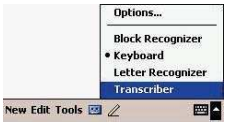
With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

1. Tap the arrow next to the Input Panel button and then Block Recognizer.
2. Write a letter in the box.



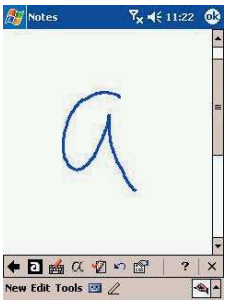
When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area

d. Switching to Transcriber



With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

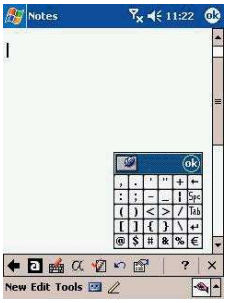
1. Tap the arrow next to the Input Panel button and then Transcriber.
2. Write anywhere on the screen.



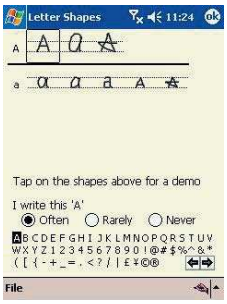
For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower right hand corner of the screen.

e. To punctuate in Transcriber:

1. Tap the keyboard button on the toolbar.
2. Tap the desired punctuation.
3. Tap OK to hide the keyboard.



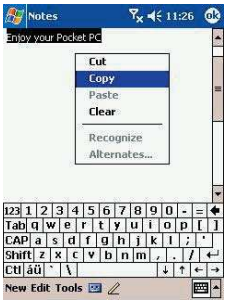
f. To learn about writing in Transcriber:



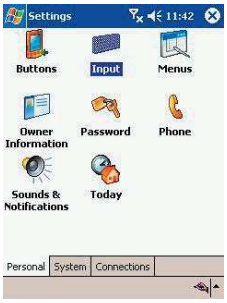
1. Tap button α on the toolbar.
2. In the screen that appears, select the letter you want to learn about, and then tap on one of the examples given above.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark ? in the right hand corner of the tool bar

g. To select typed text:



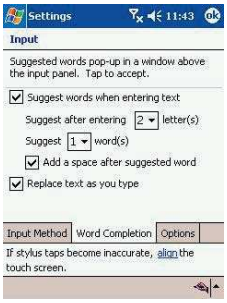
If you want to edit or format typed text, you must select it first. Drag the stylus across the text you want to select. You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop up menu, or by tapping the command on the Edit menu.



To change word suggestion options, such as the number of words suggested at one time,

Tap → Setting → Personal tab → Input → Word Completion tab

h. Editing text



Each input program provides curser keys to move through text and backspace so that you can correct spelling, grammar or insert additional information. Alternatively, you can use your stylus to make an insert.

After you have made an insert, you can use any of the input methods described above to add additional text at the insertion point

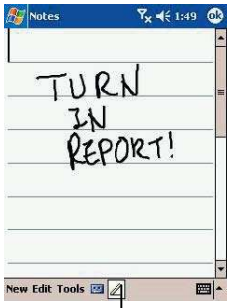
1.3Writing on the Screen

In any program that accepts writing, such as the Notes program, and in the Notes tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you have written and convert the information to text at a later time.

To write on the screen:

Tap the pen button to switch to writing mode. This action displays lines on the screen to help you write.

Some programs that accept writing may not have the pen button. See the documentation for that program to find out how to switch to writing mode.



Tap the Pen button and use you stylus like a pen

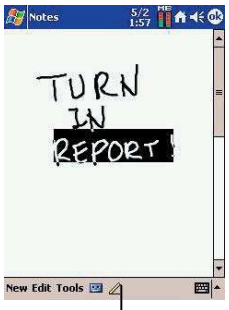
To select writing:

If you want to edit or format writing, you must select it first.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears.
2. Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap Tools, then Undo and try again. You can also select text by tapping the Pen button to deselect it and then drag the stylus across the screen.

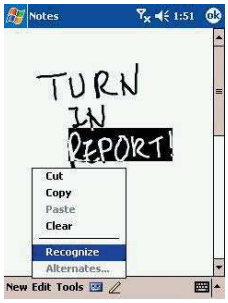
You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop up menu, or tap the command on the Edit menu.



Tap the Pen button again to select the writing you want

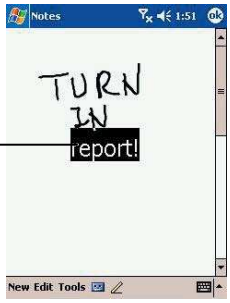
Converting writing to text

1. Tap Tools and then Recognize.
2. If you want to convert only certain words, select them before tapping Recognize on the Tools menu (or tap and hold the selected words and then tap Recognize on the pop up menu). If a word is not recognized, it will be left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

Tap and hold the incorrect word (tap one word at a time). On the pop up menu, tap Alternates. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.



The writing is turned into text

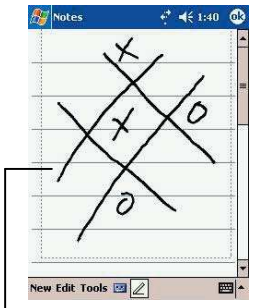
To get good recognition:

1. Write neatly.
2. Write on the lines and draw descanters below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the bottom line.
3. For better recognition, use the Tools menu to increase the zoom to 300%.
4. Write the letters of a word closely and leave big gaps between words so that the device can easily tell where words begin and end.
5. Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

If you edit or add to a word after attempting to recognize it, the new writing will not be included if you attempt to recognized it again

1.4 Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be re-sized, while writing cannot.



The drawing box indicates the boundaries of the drawing

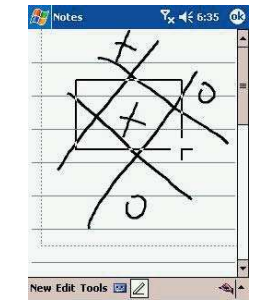
To create a drawing:

Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.

To select a drawing:

If you want to edit or format a drawing, you must select it first.

1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the pen button and then drag to select the drawings you want.
2. You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop up menu, or by tapping the command on the Edit menu. To re-size a drawing, make sure the Pen button is not selected, and drag a selection handle.

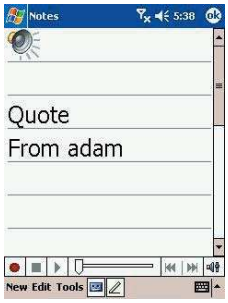


To change the zoom level so it is easier to work or view your drawing, tap Tools and then select a zoom level.

1.5Recording a Message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

To create a recording



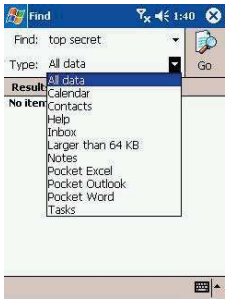
1. Hold your device's microphone near your mouth or other source of sound.
2. Tap → Notes →
3. To start recording, tap . A beep will sound.
4. To stop recording, tap . Two beeps will sound. The new recording appears in the note list or as an embedded icon.

You can also make a recording by pressing the Record button on your device.

1.6Finding and Organizing Information

The Find feature on your device helps you quickly locate information.

1. On the → tap Find.
2. In Find, enter the file name, word, or other information you want to search for. If you have looked for this item before, tap the Find arrow and select the item from the list.
3. To help narrow your search select a data type under Type.
4. Tap Go. The My Documents folder and sub-folders are searched.
5. In the Results list, tap the item you want to open.



To quickly find information that is taking up storage space on your device, select Larger than 64 KB in Type

Chapter 2 Using Your Phone

2.1 About Your Phone

Like a standard mobile phone you can use your Pocket PC to keep track of calls and send SMS messages. You can also take notes while talking, dial directly from Microsoft Contacts and easily transfer contacts between your SIM card and the RAM of your device.

About SIM cards

The Subscriber Identification Module (SIM) card, also referred to as a smart card, fits into your device. It can contain:

- Mobile phone service provider account details.
- Information regarding service access and preferences.
- Contact information, which can be moved to Contacts on your device.
- Any additional services to which you may have a sub-scription.

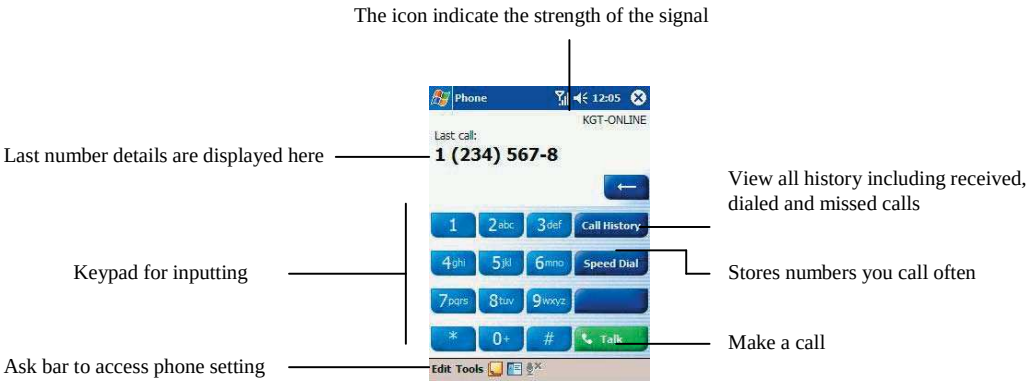
For more information regarding SIM cards, see your mobile phone service provider's documentation.

To install a SIM cards:

1. Turn over your device and press the fixing lock button to remove the battery.
2. Insert the SIM card. Push it forward.
3. Replace the battery.

About The Dialer Screen

To access the Dialer Screen, tap , then Phone, or press on your device. From this screen, you can access Call Log, Speed Dial and Phone Setting.



Indicators

Below are some of the status icons you may see.

Indicator	Meaning
	Phone off or out of network service. Tap this icon to turn on the phone
	In network service, tap this icon to turn off the phone.
	Call Missed. Tap this icon to view the call(s) you missed.
	Unread E-mail or SMS. Tap the icon to view unread SMS or E-mail.
	Connecting in progress. The icon will disappear when you are connected to your ISP.
	Indicates your connection is at full strength.

Entering Your PIN

Most SIM cards are preset with a PIN (Personal Identification Number), provided by your mobile service provider, which you need to enter whenever you use your device.

1. Enter the preset PIN assigned to you by your mobile phone service provider (please contact your mobile service provider).
2. Tap Enter button.

If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the PIN Unblocking Key from your mobile phone service provider.

Checking Your Connection

The default settings for your device are programmed to assume that you want to use your phone. Provided you have inserted a SIM card, your device will automatically connect your mobile phone to your service provider's network.

The icon indicates that you are connected to your service provider's network. A full strength signal is indicated by . As the strength of the signal diminishes so will the number of vertical bars in the icon, with no bars indicating no signal.

IN MANY COUNTRIES YOU ARE REQUIRED BY LAW TO TURN OFF YOUR PHONE WHEN YOU FLY. TURNING OFF YOUR POCKET PC DOESN'T TURN OFF YOUR PHONE; YOU MUST TURN OFF YOUR WIRELESS CONNECTION TO YOUR OPERATOR'S NETWORK.

Turning the Phone On and Off

You can turn your phone on and off while keeping your actual device turned on.

1. While using any program on your device, tap in the title bar at the top of the phone's display.
2. Tap Turn on or Turn off option in the pop-up menu.
3. To receive calls when your device is turned off, leave the Phone turned on.

You can use other programs on your device during a call. To quickly switch back to Phone, tap , or tap → Phone

Adjusting the Phone Volume

1. During a call, tap or press the volume on the side of your device.
2. You can select to adjust the phone volume (ring) or device volume (notification levels and MP3) on the pop-up menu.

3. If you select Vibrate mode, will appear in the title bar at the top of the phone display.

4. Turn off the volume by choosing the Off option.

To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification and MP3 levels.

2.2Making a Call

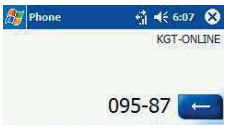
With your Pocket PC Phone, you can make a call from the Dialer, Contacts, Speed Dial and Call History.

To make a call from the Dialer:

The most direct method is by using the Phone keypad.

Tap the number on the keypad then tap Talk or press button.

Back Spacing and Deleting



- If you tap a wrong number, you can back space to erase individual numbers one at a time.

- You can also delete all the numbers in the window by tapping Edit and then Clear.

To make a call from Contacts:

Select a contact in the contacts list and then press left or right on the navigation pad – the number on the screen will change and then press twice – once to send to the dialer screen and once to call.

To make a call from Speed Dial:

Create speed dials to call frequently-used numbers with a single tap. Before you can create a speed dial entry for a phone number, that number must already exist in Contacts.

1. From the Phone keypad, tap Speed Dial → New.
2. Tap the desired contact name and number.
3. In the Location field, tap the Up/Down arrows to select an available location to assign as the new speed dial entry. The first speed dial location is reserved for your voice mail.
4.

By memorizing the position in the Speed Dial list of a number, you can dial the number by tapping and hold the position number on the dialer keypad; if the number holds a position of 10 or more, tap the first number, and then tap and hold the second to dial.

To make a call from the Call History:

1. Go to Phone and tap Call History
2. Find the call details by first selecting the category it is filed under. For example, if it is in All calls select All calls from the drop down menu in the top-left corner.
3. Use the navigation pad to find the number and then tap or the icon to the left of the number you wish to call.
4. Call History icons include :

→ incoming calls ; → outgoing calls;

→ missed calls.

To make an emergency call:

Enter the international emergency number 112 then tap Talk or press button.

- Some mobile phone service providers may require that a SIM card is inserted and/or a PIN entered in order to 112. Consult with your service provider for more information.
- Additional emergency numbers may be included on your SIM card. Consult with your mobile service provider for more information.

To make an international call:

1. Tap and hold the 0+ key until the+ sign appears. The + replaces the international prefix of the country of where you are calling.
2. Enter the full phone number you want to dial. It includes country code, area code (without the leading zero) and phone number.
3. Tap Talk or press .

2.3 Receiving a Call

To answer an incoming call:

1. Tap Answer, or press on your device.
2. Tap Ignore or press to reject the call.

To end a call:

Once an incoming or outgoing call is proceeding, you can press or tap End to end the call.

2.4 In-Call Options

Your device notifies you when you have another incoming call and gives you the choice of rejecting or accepting the call. If you accept, you can choose to switch between the two callers or set up a conference call between all three parties. A conference call can include up to six people.

Putting a call on hold

1. Tap Answer to the take the 2nd call and put the 1st on hold.
2. To end the 2nd call and go back to the 1st, tap End or press .

To swap between calls:

You can choose to swap backwards and forwards between 2 callers by pressing Swap .

To set up conference calls:

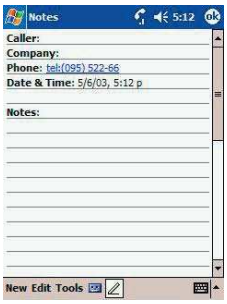
1. Either put a call on hold, dial a 2nd number and wait for it to be picked up. Or, accept a 2nd incoming call when you already have one in progress.
2. In the screen that appears tap Conference .
3. If the conference connection is successful the word Conference will appear at the top of the phone dialer screen (see right).
4. To add additional people to your conference call tap Hold , key in the number, and then Resume to return and continue.

Making a Note

Regardless of whether you call from the Dialer, Contacts, Call Log, or Speed Dial, you can take notes during a call. After you have finished the note it will be saved as an attachment to your call in one of the Call Log folders.

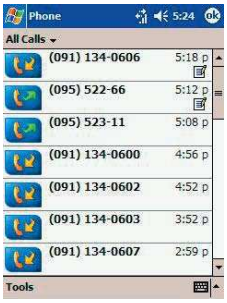
a. To make a note:

1. After you have entered a number and tapped or Talk , tap the icon at the bottom of the screen.
2. Use any of the input methods to record your note and then tap OK. You can finish your note during or after the call.



b. To view a note:

1. Tap Call History , tap and hold the call, and then from the pop up menu tap view note. (The icon indicates a note).
2. Or, go to Notes, and then tap the name of the file from the list.



Checking Your Voice Mail

The first speed dial location defaults as your voice mailbox. When you insert your SIM card into your Pocket PC Phone, it will automatically detect and set as default the voice mailbox number of your mobile service provider.

To retrieve your voice mail:

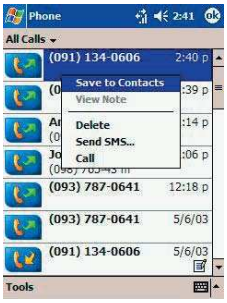
On the Phone screen, tap Speed Dial or press the left side of the navigation pad, select 1 Voice Mail and then press

2.5 Call History

Tap Call History on the phone screen to pop-up the call history list to the right:

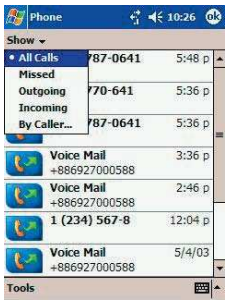
To add a record to Contacts from Call History:

1. Find the call details you want to add.
2. Press and hold the stylus or press and hold the navigation pad center; select Save to Contacts in the pop-up menu that appears .
3. In the Save to Contacts screen, add additional contact details and press the navigation pad center or tap OK.



The call details in the Call History will then be amended and displayed under the name of the contact, not their telephone number.

Manage Your Call History



Call History details all incoming, outgoing, and missed calls and also provides a summary of total calls. Call History can also tell you when a call was initiated, how long it lasted, and provides easy access to any notes taken during the call.

a. Viewing calls details

Tap in the top left corner of the screen and then select a category from the drop down menu.

Calls are categorized as follows:

- All Calls - displays all calls made to and from the phone in chronological order.
- Missed - displays calls that were not answered.
- Outgoing - displays calls made from the phone.
- Incoming - displays calls made to the phone.
- By Caller - list calls alphabetically according to caller.

b.To view duration of calls :

Go to Call History, find the call you are looking in, and then tap it once.

c. To delete Individual calls from Call History:

Tap and hold the stylus on the call to be deleted, and then select delete from the pop up menu.

d. To delete all calls from Call History:

Tap Tools → and then Delete all Calls.

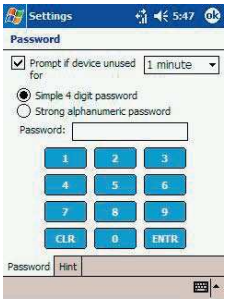
e. To set limits on the size of your Call History:

- Tap Call History → Call Timers and then the box under Delete call history items older than.
- In the drop down menu select a time period then tap OK

2.6 Secure Your Device

Locking your Device

Locking your Pocket PC phone prevents access to personal data. When you enable this feature, your Pocket PC phone will automatically lock after a specified time of inactivity. A screen will be displayed requiring your Pocket PC phone lock password before access is granted.



1. Tap → Settings → Personal → Password.
2. Select the type of password you would like to use: Simple 4 digit password or Strong alphanumeric password.

A strong password must have at least 7 characters that are a combination of uppercase and lowercase letters, numerals, and punctuation.

3. Enter the password and, if necessary, confirm the password.
4. Select how long your mobile device must be turned off before the password is required for using the device by tapping Prompt if device unused for.

Locking the SIM card

You can protect your Pocket PC phone from unauthorized use by assigning a PIN (Personal Identification Number). Your first PIN will be given to you by your mobile phone service provider.

1. From the Phone keypad, tap Tools → Options → Phone tab.
2. Select Require PIN when phone is used.
3. To change the PIN at any time, tap Change PIN.

Emergency calls can be placed at any time, without requiring a PIN.

Chapter 3 Synchronizing Information

3.1 Using ActiveSync

Using Microsoft _ ActiveSync you can synchronize the information on your PC with the information on your Pocket PC Phone. Synchronization compares the data on your device with your PC and updates both with the most recent information. With ActiveSync, you can:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your PC.
- Choose to synchronize Inbox, Calendar, and Contacts with a server so that you have the latest information, even when your desktop computer is turned off.
- Copy (rather than synchronize) files between your device and your desktop PC.
- Control when synchronization occurs by selecting a synchronization mode.
- Select which information types are synchronized and control how much data is synchronized.

By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

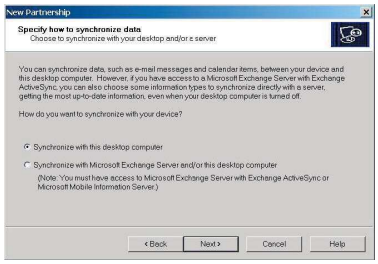
Using Server ActiveSync, you can synchronize information directly with a Microsoft Exchange Server if your company is running Microsoft® Mobile Information Server 2002 or later.

Installing ActiveSync

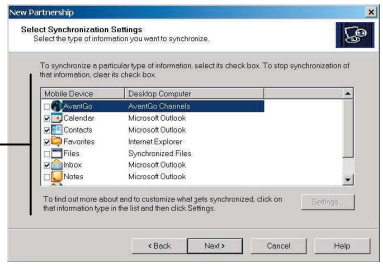
Before you begin synchronization, install ActiveSync on your desktop computer from the Pocket PC Phone 2003 Companion CD. ActiveSync is already installed on your device.

Creating a Partnership

After the installation is complete, the New Partnership Wizard helps you set up a partnership between your phone and your desktop computer and/or a server so that you can start synchronizing information and customizing your synchronization settings.

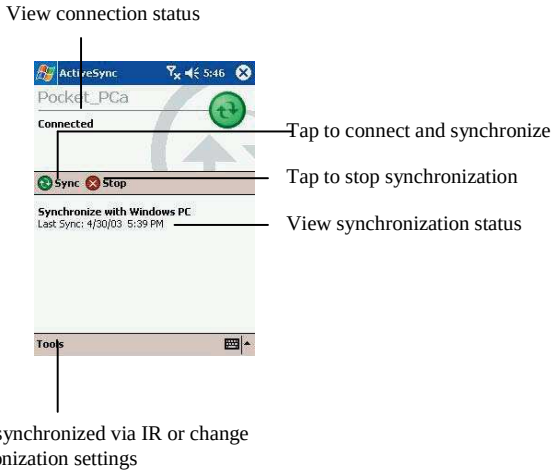

New Partnership
Specify how to synchronize data
Choose to synchronize with your desktop and/or a server
You can synchronize data, such as e-mail messages and calendar items, between your device and this desktop computer. However, if you have access to a Microsoft Exchange Server with Exchange ActiveSync, you can also choose some information types to synchronize directly with a server, getting the most up-to-date information, even when your desktop computer is turned off.
How do you want to synchronize with your device?
Synchronize with this desktop computer
Synchronize with Microsoft Exchange Server and/or this desktop computer
(Note: You must have access to Microsoft Exchange Server with Exchange ActiveSync or Microsoft Mobile Information Server.)
< Back
Next >
Cancel
Help

In the New Partnership Wizard select Synchronize with this desk-top computer. Unless you are certain that your company is running Microsoft Mobile Information Server 2002 or later and you know the server name, then choose Synchronize with Microsoft Mobile Information Server and/or this desktop computer. For more information, contact your network administrator or service provider.



Select the items you want in the synchronization setting then you can start to synchronize your data between your device and your PC

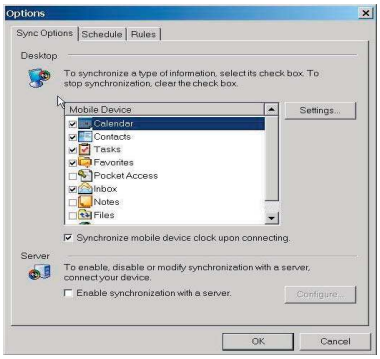
Your first synchronization will automatically begin when you finish using the wizard. After the first synchronization, you will notice that your Outlook information now appears on your pocket PC phone.



3.2Synchronizing information

This section provides an overview of the types of Outlook information you can synchronize. By default, ActiveSync does not automatically synchronize all types of Outlook in-formation. Use ActiveSync options to turn synchronization on and off for specific information types.

Synchronizing Inbox

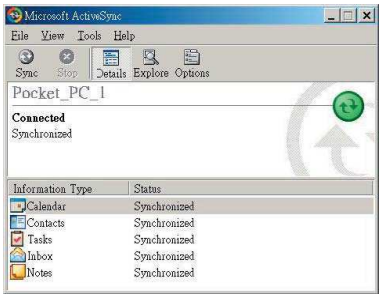


When you select Inbox for synchronization in ActiveSync, e-mail messages are synchronized as part of the general synchronization process. During synchronization, the following events occur :

- Messages are copied from the Outlook Inbox folder on your desktop computer, or from a Microsoft Exchange Server, to the Inbox folder on your Pocket PC Phone.
- By default, when synchronizing Inbox information with your desktop computer, you will receive only messages from the last three days and the first 500 bytes of each new message. You can also choose to download file attachments.
- The messages on your phone and on your desktop computer are linked. When you delete a message on your phone, it is deleted from your desktop computer the next time you synchronize, and vice versa.
- Messages in subfolders in other e-mail folders in Outlook are synchronized only if the folders have been selected for synchronization in the Inbox on your Pocket PC Phone.

SMS messages are not received in your Inbox through synchronization. Instead, they are sent to your phone by way of your service provider.

Synchronizing Calendar



- Calendar items stored on your Pocket PC Phone can be synchronized with calendar items stored on your desktop PC and/or on a Microsoft Exchange Server. By default, calendar items from the last two weeks will be synchronized.
- Calendar items created on your Pocket PC Phone are copied to your desktop PC and/or server during synchronization, and vice versa. Similarly, Calendar items that are deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa. This keeps your information up-to-date in all locations

Synchronizing Contacts

- Contacts stored on your phone can be synchronized with contacts stored on your desktop computer or on a Microsoft Exchange Server. By default, all of your contacts will be synchronized.
- Contacts created on your phone are copied to your desktop computer and/or server during synchronization, and vice versa. Similarly, contacts that are deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa. This keeps your information up-to-date in all locations.

Synchronizing Tasks

- Tasks stored on your phone can be synchronized with tasks stored on your desktop computer. Task synchronization is automatically selected in ActiveSync. By default, all of your incomplete tasks will be synchronized.
- Tasks created on your phone are copied to your desktop computer during synchronization, and vice versa. Similarly, tasks that are deleted from your phone are deleted from your desktop computer during synchronization, and vice versa. This keeps your information up-to-date in all locations.

Tasks can be synchronized only with your desktop computer. They cannot be synchronized with a server.

3.3 Synchronizing Via Infrared

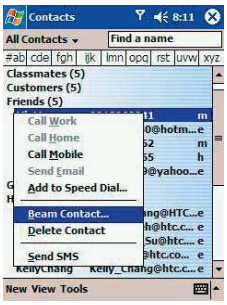
You can use an infrared connection to create a direct connection between your phone and another mobile device or desktop computer quickly. This method is ideal for quickly switching between multiple devices since there are no cables or adapters to change. When creating a partnership, you must connect using infrared, a cable, or a cradle connection.

For more information about synchronizing using an infrared connection or other connection types, see ActiveSync Help on your desktop computer.

Transferring Items Using Infrared

Using infrared (IR), you can also send and receive information, such as contacts and appointments, between two devices.

a. To send information:



1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Align the IR ports so that they are unobstructed and within close range.
3. Tap and hold the item, and tap Beam Item on the pop up menu.

You can send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap Beam File on the pop up menu.

b. To receive information:

1. Align the IR ports so that they are unobstructed and within close range.
2. Have the owner of the other device send the information to you. Your device will automatically receive it.

3.4ActiveSync Errors

Whenever ActiveSync cannot successfully synchronize your information, it displays an error on your phone.

To view ActiveSync error information

Press the Action button when the error text is displayed. ActiveSync will then display more information about the error that occurred.

Some types of errors can interfere with automatic synchronization. If you suspect that a scheduled automatic synchronization has not occurred, you should attempt to manually synchronize your information. Successfully completing manual synchronization will reset automatic synchronization. For more information, see the Synchronizing Information section of ActiveSync Help on your desktop computer.

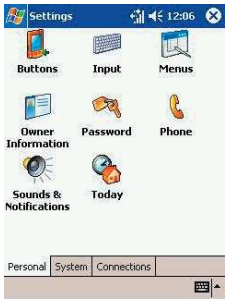
Chapter 4 Customizing Your Device

4.1Device Settings

You can adjust device settings to suit the way you work. To see available options, tap → Settings → Personal or System tab located at the bottom of the screen.

The Settings window has three tabs – Personal, System and Connections. Each of which has its own set of settings. The succeeding sections show the configuration page of Personal and System, the Connections setting will be explained in the next chapter.

Personal Tab

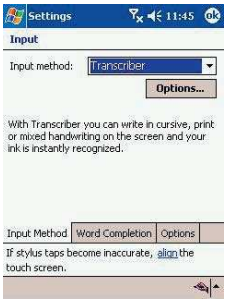


Buttons

To change the assignments for your device's four program buttons :

1. Tap → Settings → Personal → Buttons.
2. Select a button, a program in Button Assignment, and then tap OK.
3. In the Up/Down Control tab Delay before first repeat changes the time elapsed before scrolling begins. Repeat rate changes the time it takes to scroll from one item to the next.

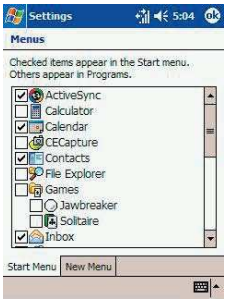
Input



1. Tap → Settings → Personal tab → Input.
2. Select an input method and change desired options on the Input Method tab; Select desired option for word completion on the Word Completion tab, and options for writing and recording on the Options tab. These options apply to any program on the device where you can record or write.

You can also change input Options by tapping the arrow and then options

Menus



To add the programs you use most often to start .

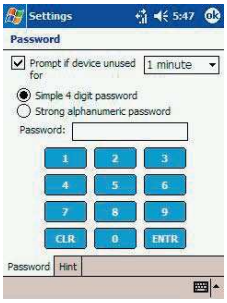
1. Tap → Settings → Personal tab → Menus.
2. Select the programs you want, and then tap OK.
3. On the New Menu tab, you can select Turn on New button menu and then select the items to appear on the menu. When you do this, an arrow appears next to New in the command bar of certain programs such as Pocket Word, Pocket Excel, Contacts, Calendar and Tasks. You can tap this arrow and then tap a new item to create.

You can create subfolders and shortcuts to appear under . In ActiveSync on your desktop PC, click Explore → Double-click My Pocket PC → click Windows → click Start Menu → then

Owner Information

1. Tap → Settings → Personal tab → Owner Information.
2. On the Identification tab, enter your personal information. Select Show information when device is turned on so that if you lose your device, it can be returned to you.
3. On the Notes tab, enter any additional text you want to

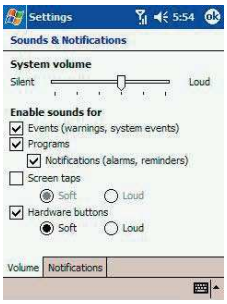
Password



1. Tap → Settings → Personal → Password.
2. To select how long your mobile device must be turned off before a password must be entered, check Prompt if device unused for.
3. Select the type of password you would like to use. A strong password must have at least 7 characters that are a combination of uppercase and lowercase letters, numerals, and punctuation.
4. Enter the password and, if necessary, confirm the password.

If your device is configured to connect to a network, use a strong password to help protect network security.
If you forget your password, you must clear the memory before you can access your device. This will erase all files and data you have created and programs you have installed. For more information about clearing memory, please see Appendix A.

Sounds and Notifications



1. Tap → Settings → Personal tab → Sounds & Notifications.
2. On the Volume tab, you can select the actions for which you want to hear sounds. If you don't want to hear sounds, move the System volume slider to Silent.

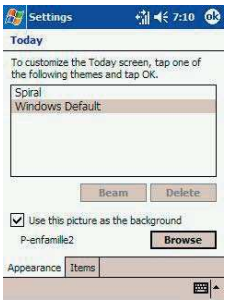
3. On the Notifications tab, you can customize how you are notified about different events. Select the event name and then select the type of reminder. You can select a special sound, a message, or a flashing light.

Turning off sounds and the notification light helps conserve battery power.
Use Phone settings to change the ring type and volume for your phone. For more details see the Phone Setting section in Chapter 3.

Today

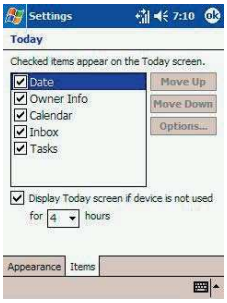
You can customize the Today screen the following ways:

a. To change the background:



1. Tap → Settings → Personal tab → today.
2. On the Appearance tab, select the desired theme for the background. To use your own background, select Use this picture as the background then tap Browse to locate the desired file.
3. Choose a folder and tap the file you want then tap OK.

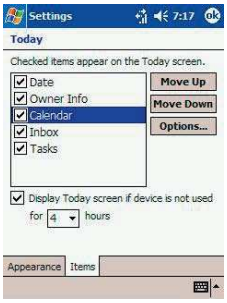
b. To customize the information you want displayed:



1. Tap → Settings → Personal tab → Today → then Items tab.
2. Uncheck a box to remove its information.
3. To change an item's position select it then tap Move Up or Move Down.
4. To choose how long the Today screen is displayed, select/deselect Display Today screen if device is not used for, then the number of hours.

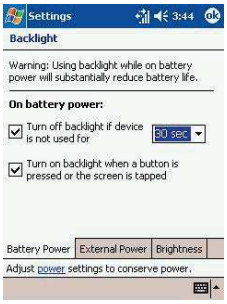
c. To customize Tasks or Calendar:

Select Tasks or Calendar, and then Options to further customize.



- You can find additional pictures on the Pictures companion program. See detailed information in Chapter 9.
- Recommend picture size is 240x320 pixels in .jpg file.

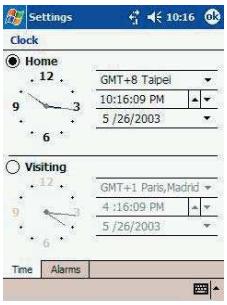
Backlight


Settings
3:44
Backlight
Warning: Using backlight while on battery power will substantially reduce battery life.
On battery power:
Turn off backlight if device is not used for 30 sec
Turn on backlight when a button is pressed or the screen is tapped
Battery Power
External Power
Brightness
Adjust power settings to conserve power.

1. Tap → Settings → System tab → Backlight.
2. Tap Battery power tab to turn on/off the back-light when using battery power.
3. Tap External power tab to turn on/off the back-light when using external power.
4. Tap Brightness tab to adjust the brightness level.

Using the backlight while on battery power substantially reduces battery life.

Clock



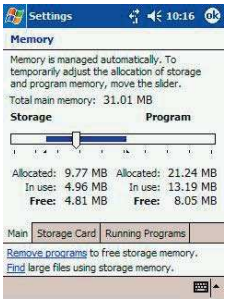
Tap → Settings → System tab → Clock.

If you visit a particular time zone often, select it as your Visiting time zone on the Time tab so that you can quickly see the correct date and time.

You can use your device as a travel alarm clock by setting a wake-up alarm on the ACs tab. Tap the alarm icon to select the type of alarm you want.

To change the appearance of the date and time, go to Regional by tapping → Settings → System tab → Regional Settings.

Memory



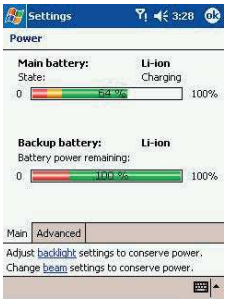
Tap → Settings → System tab → Memory.

The Main tab displays the amount of memory the system has allocated to file and data storage versus program storage. This tab also displays the amount of memory in use versus the available memory. For information about making memory available, see Free Memory in Appendix A.

The Storage Card tab displays how much memory is available on the storage card that is inserted into your device. If you have more than one card inserted, tap the list box and then the name of the storage card whose information you want to view.

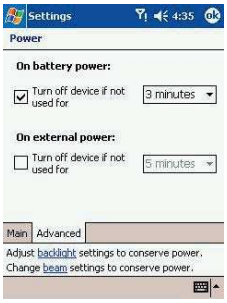
The Running Programs tab displays the list of currently active programs. You can stop a program by selecting it in the list and tapping Stop. You may need to stop a program if it becomes unstable or program memory is low.

Power



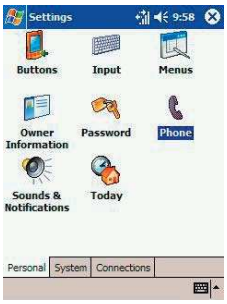
Tap → Settings → System tab → Power.

The Battery tab displays the amount of battery power remaining. Battery power depends on the battery type and how the device is being used.



On the Advanced tab you can select options for turning off your device to conserve battery power. To conserve the most power, select the option that turns off the device after 3 minutes or less.

4.2Phone Settings



You can easily view and change settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also protect your phone from unauthorized use. There are two ways to change phone settings:

1. Tap → Settings → Personal tab → Phone.

2. To change phone settings from the Phone keypad → Tap Tools → Options → Phone tab

Sounds

a. Ring Type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

Tap the Ring type list, then select the desired option.

b. Ring Tone

Tap the Ring tone list, then select the sound you want to use. To use .wav, .mid, or .wma files as ring tones, use ActiveSync on your PC to copy the file to the /Windows/Rings folder on your device. Then, select the sound from the Ring tone list.

c. Keypad Tone

You can change the tone you hear when entering a phone number on the keypad. If set to Tones, the tone is heard continuously for as long as the number on the keypad is pressed. If set to Beep, the tone is heard only for one or two seconds.

Tap the Keypad list, and then select the option you want. To prevent tones from being heard when entering a phone number, select Off.

Services

Services settings on the Settings → Phone → Services tab are primarily used to set options for incoming calls, such as Call Forwarding, Call Waiting, and Caller ID.

Feature	Function
Call Barring	Enables you to block incoming and/or outgoing calls.
Caller ID	Identifies caller by displaying their name and/or phone number.
Call Forwarding	Enables you to forward all or selected incoming calls to a different number.
Call Waiting	Notifies you of an incoming calls while you're already on the phone .

Tap Get Settings to access the settings for a service.

To change service settings from the phone keypad, tap Tools → Options → Services tab → tap a service → Get Settings.

Network

With network settings, you can view available networks, determine the order in which your phone accesses another network if the current one is unavailable, and specify whether you want to change networks manually or automatically. The current network will remain active until you change it, lose your signal, or change your SIM card.

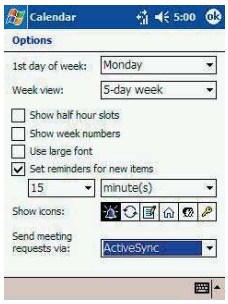
The network currently in use will be listed at the top of the screen.
When your current network is unavailable, tap Select Network to select an alternate.

Chapter 5 Microsoft Pocket Outlook

Microsoft Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.
Using ActiveSync, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your PC with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and PC or server and updates both PC with the latest information.
For information on using ActiveSync, see Chapter 4 Synchronizing Information or ActiveSync Help on the PC.

5.1 Calendar

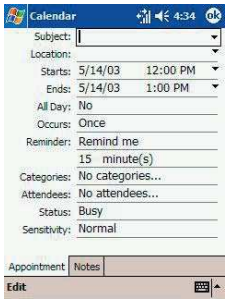
Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by using the View menu.
1. Tap to go to today.
2. Tap to display or edit the appointment details.
3. Tap to create a new appointment.
4. Tap to change the first day of the week.



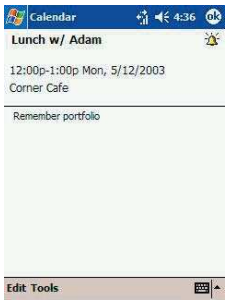
You can customize the Calendar display, such as changing the first day of the week, by tapping Options on the Tools menu.

To Create an Appointment

If you are in Day or Week view, tap the desired date and time for the appointment, then tap New :
1. Tap tab appropriate fields, then using the input panel, enter a description and a location.
2. If needed, tap the date and time to change them.
3. Enter other desired information. You will need to hide the input panel to see all available fields.
4. To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see Notes: Capturing Thoughts and Ideas later in this chapter.
5. When finished, tap OK to return to the calendar.



If you select Remind me in an appointment, your device will remind you according to the options set in → Settings → Personal tab → Sounds & Notifications.

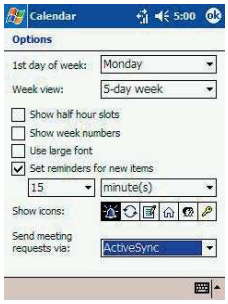


Using the Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, Tap Edit

Creating Meeting Requests

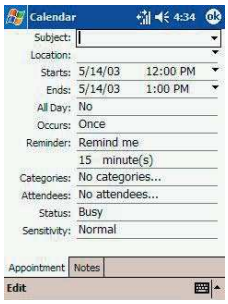
You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping Tools and then Options. If you send and receive e-mail messages through ActiveSync, select ActiveSync.



To schedule a meeting:

1. Create an appointment.
2. Hide the input panel, and then tap Attendees.
3. Select the meeting attendees from the list of e-mail addresses you've entered in Contacts.
4. The meeting notice is created automatically and placed in the Outbox folder.

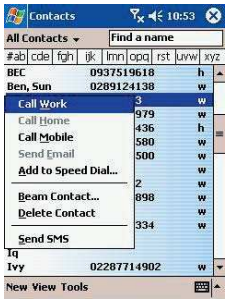
For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.



5.2 Contacts

Contacts maintains a list of your friends and colleagues so that you can easily find the information you are looking for, whether you are at home or on the road. Using the device 's infrared (IR) port, you can quickly share Contacts information with other device users.

1. Select the category of contacts you want displayed in the list.
2. Tap and enter part of a name to quickly find it in the list.
3. Tap to see additional phone numbers and e-mail addresses.
4. Tap to display or edit the contact details.
5. Tap and hold to display a pop-up menu of actions.
6. Tap to create a new contact.



To change the way information appears in the list, tap Tools and then Options.

To create a contact :

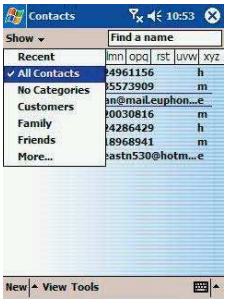
1. Tap → Contacts → New.
2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
3. To assign the contact to a category, scroll to and tap Categories and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see Notes: Capturing Thoughts and Ideas later in this chapter.
5. When finished, tap OK to return to the contact list.

To Find a contact :

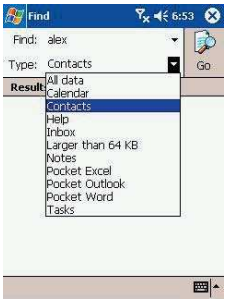
There are 6 ways to find a contact:

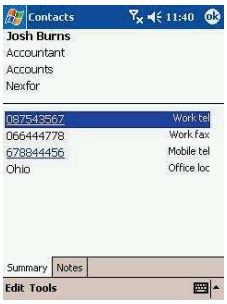
1. Press and hold the top of the navigation pad until alphabetical letters appear on the screen in large type. Then use the navigation pad to scroll through the alphabet and select a letter.
2. Tap one of the grouping of letters displayed across the top of the screen.
3. In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the arrow button to the right of the box.
4. In the contact list, tap the category list (labeled All Contacts by default) and select the type of contact that you want displayed. To show all contacts again, select All Contacts. To view a contact not assigned to a category, select No Categories.

To view the names of companies your contacts work for, in the contact list, tap View → By Company. The number of contacts that work for that company will be displayed to the right of the company name.



6. Tap → Find, enter the contact name, select Contacts for the type, and then tap Go.





Using the Summary Screen

When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap Edit.

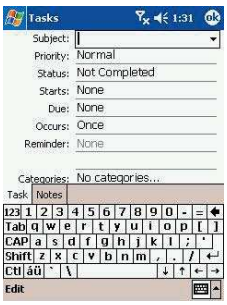
5.3 Tasks

Use Tasks to keep track of what you have to do.

To change the way information is displayed in the list, tap Tools and then Options.

To create a task :

1. Tap → Tasks → New.
2. Using the input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a category, tap Categories and select a category from the list. In the task list, you can display tasks by category.
5. To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see Notes: Capturing Thoughts and Ideas later in this chapter.
6. When finished, tap OK to return to the task list.



To quickly create a task with only a subject, tap Entry Bar on the Tools menu. Then, tap Tap here to add a new task and enter your task information.

Using the Summary Screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap Edit

5.4 Notes

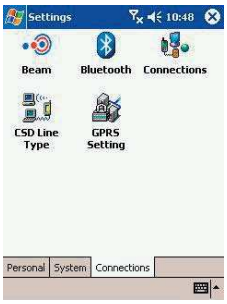
Notes quickly capture thoughts, reminders, ideas, drawings, and phone numbers. You can create a written note or a recording, or include a recording in a note. If the note list is displayed, it will be created as a stand-alone recording.

To create a note :

1. Tap → Notes → New.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2 Entering Information.

Chapter 6 Getting Connected

6.1 About Connections



You can set up connections to the Internet and to your corporate network at work in order to do such activities as browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize information using ActiveSync.

Connections can be made using a modem, wireless network, or network (Ethernet) card. A modem connection can be used to set up connections with an external modem, or through your mobile phone network using a cellular line or GPRS. You have the following connection options:

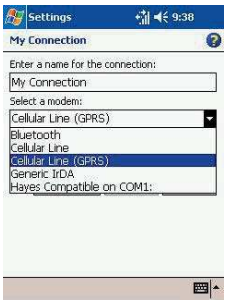
Use the infrared (IR) port on your device to send and receive files between two devices.
Connect to your mobile Internet service provider (ISP) and you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer. The communication software for creating a wireless ISP connection is already installed on your device. Your service provider will provide software needed to install other services, such as paging and fax services.
Connect to the network at your company or organization, and you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer, and synchronize with your PC.
Connect to your virtual private network (VPN) at the company or organization where you work, where the added security means that you can access the full resources of your company's network. For example, you can use File Explorer to access the files of computers on that network.

Your device has two groups of connection settings: My ISP and My Work Network. My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as the corporate network you use at work. Simply fill in the settings and you'll be ready to start connecting.

6.2 Connect to the Internet

You can use GPRS to connect to your mobile ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages.

1. Obtain the following information from your ISP: ISP server phone number, user name, and password.
2. Tap → Setting → Connections tab → Connections
3. In My ISP, tap Add a new modem connection.
4. Create a modem connection.

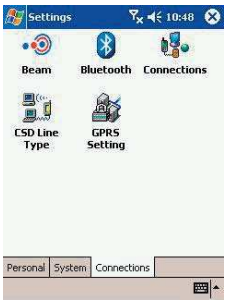


Wireless connections can be made via a mobile phone network or GPRS. If you are using a mobile phone network to connect, in the Select a modem list, tap Cellular Line. If you are using GPRS, tap Cellular Line (GPRS).

5. To start the connection, begin using the desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your device will automatically connect.

To set up a network card or wireless network connection to your ISP, then add a new connection under My Work Network.
To change modem connection settings, in either My ISP or My Work Network, tap Manage existing connections. Select the desired modem connection, tap Settings, and follow the instructions on the screen.

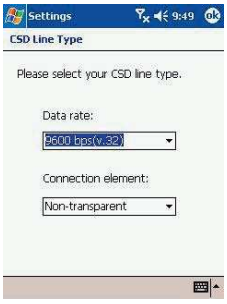
To view additional information for any screen, tap .



CSD Line Type

This program allow you to choose the line type when you make a circuit switch data connection

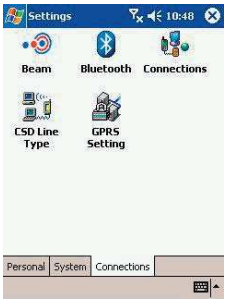
The default setting on this device is customized as the best setting for use. Don't change this setting unless you have trouble on circuit switch data connection.



To change a CSD Line Type:

1. Tap → Settings → Connections → then CSD Line Type.
2. Tap under Data rate and select a value, then tap under Connection element and choose a type from that drop-down menu. Tap OK.

GPRS Settings



This program allows you to choose the GPRS setting method when you make a GPRS connection. There 2 authentication methods required to be set up:

PAP authentication

Password Authentication Protocol, protocol used in authentication which users clear text passwords and is the least sophisticated of authentication protocols.

CHAP authentication

Challenge Handshake Authentication Protocol, protocol used to negotiate the most secure form of encrypted authentication supported by both server and client.

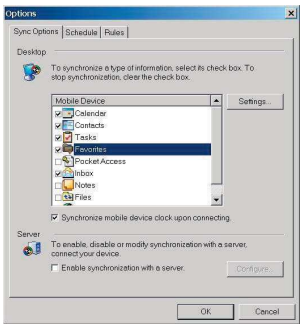
Changing these setting may cause your data communications to no longer operate. Please consult your service provider before altering these settings.

Set up a WAP gateway

To access WAP sites through Pocket Internet Explorer, configure your device to use a WAP gateway. Use the following steps to create a new set of connections to the Internet with WAP gateway settings.

1. Get the following information from your ISP :
ISP server phone number, user name, and password. Also, contact your mobile phone service provider and ask for your WAP gateway server name and port number.
2. Tap → Settings → Connections tab→ Connections → Tasks tab.
3. Tap Edit my proxy server. If a proxy server has not been set up, tap Set up my proxy server.
4. In Programs that automatically connect to the Internet should connect using, tap New and enter a name for the ISP connection.
5. On the Proxy Settings tab, select This network connects to the Internet and This network uses a proxy server to connect to the Internet.
6. If necessary, in the Proxy server box, enter the proxy server name.
7. Tap Advanced.
8. In the WAP box, enter the WAP gateway server name. Under Port, enter the port number. The most common WAP port number is 9201.
9. Create a modem connection. Also, if necessary, set dailing rules.

6.3 Pocket Internet Explore



Once connected, you can use Microsoft® Pocket Internet Explorer to view Web HTML, cHTML, xHTML and WAP pages. You can browse in either of these ways:

During synchronization with your PC, download your favorite links and mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer on the PC.

Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you will need to create the connection first, as described in section 7.2 Connect to the Internet.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

To synchronize and download your favorite links from your desktop computer, tap the sync option Favorites in ActiveSync on your desktop PC.

To switch to Pocket Internet Explorer:

Tap → Internet Explorer.

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web/ WAP page(s).

To browse the Internet:

1. In the address bar that appears at the top of the screen, enter the Web address you want to visit.
2. Tap to go to the web address you entered.
3. Tap , the Favorites button, then tap the favorite you want to view.
4. Tap to go back to the Homepage you set.
5. Tap to refresh the web page on the screen.
6. Tap the arrow to choose from previously entered addresses.

To view mobile favorites and channels:

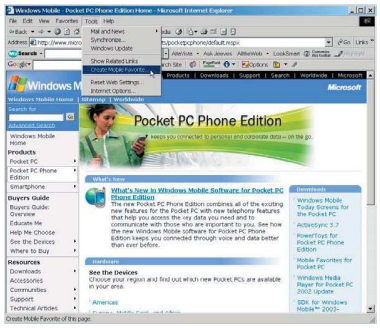
1. To display your list of favorites, tap ★ .
2. Tap the page you want to view.
3. You will see the page that was downloaded the last time you synchronized with your PC. If the page is not on your device, the favorite will be dimmed. To download the page to your device, you will need to synchronize with your PC again, or connect to the Internet to view the page.

To add a favorite link while using the device, go to the page you want to add, tap and hold on the page, and tap Add to Favorites.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites folder in the Favorites folder in Internet Explorer on your PC will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

Favorite Links



During synchronization, the list of favorite links in the Mobile Favorites folder on your PC is synchronized with Pocket Internet Explorer on your device. Both your PC and your device are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the PC.

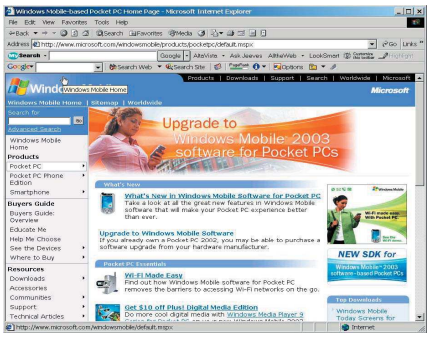
Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or higher on your PC, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and PC.

a. To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click Tools and then Create Mobile Favorite.
2. To change the link name, enter a new name in the Name box.
3. In Update, select a desired update schedule.
4. Click OK. Internet Explorer downloads the latest version of the page to your desktop computer.
5. To limit the number of download links, open Internet Explorer on your desktop PC then Favorites.
Move your mouse through Mobile Favorites to the mobile favorite you want to change. Right-click the mobile favorite and then Properties; in the Download tab, specify 0 or 1 for the number of linked pages you want to download.
6. Synchronize your device and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are now downloaded to your device.

If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your device, open Internet Explorer on your desktop computer, click Tools and then Synchronize. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.



You can add a button to the Internet Explorer toolbar for creating mobile favorites.

Open Internet Explorer on your desktop computer → click

View → Toolbars → and then Customize

b. Saving Device Memory

Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

In ActiveSync on your desktop → click Options → select

Favorites → tap Settings and then Customize.

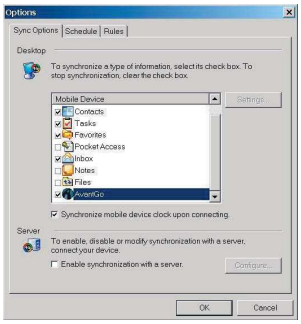
You can then deselect Synchronize Images, Synchronize Sound and/or Synchronize offline content pages to stop pictures and sounds, or some mobile favorites from being downloaded to the device

Favorite Synchronization Options
General
Customize
Favorites Synchronization
This service synchronizes your favorite links and associated offline content from your desktop to your mobile device.
Synchronize offline content pages
Offline Content
To conserve the amount of space used by offline content, you can limit the types of content that are synchronized to the device.
Synchronize Images
Synchronize Sound
OK
Cancel

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You can subscribe to AvantGo channels directly from your device. Then, you synchronize your device and PC, or connect to the Internet to download the content. For more information, visit the AvantGo Web site http://avantgo.com/help.

To sign up for AvantGo:



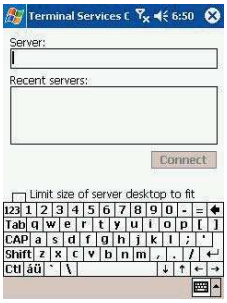
1. In ActiveSync options on the desktop computer, turn on synchronization for AvantGo.
2. Open Pocket Internet Explorer on your device, then tap the Favorites button to display your list of favorites.
3. Tap the AvantGo Channels link.
4. Follow the directions on the screen. You will need to synchronize your device with your desktop computer and then tap the My Channels button to complete the AvantGo setup.

When synchronization is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the Add or Remove link

6.4 Terminal Services Client

Using the Terminal Services Client, you can log onto a Windows NT server type PC that is running Terminal Services software and use all of the programs that are available on that PC from your mobile device. For example, instead of running Microsoft Pocket Word, you can run the PC version of Microsoft Word and access all of the .doc files on that PC from your device.

You cannot use Transcriber when entering information in Terminal Services. You must use Keyboard, Block Recognizer, or Letter Recognizer.



To connect to a Terminal Server :
Start a remote connection to the server via your wireless modem connection.

1. Tap → Programs → Terminal Services Client.
2. If connecting to a server you have previously connected used, tap its name in Recent Servers.
3. To connect to a new server, enter the server's name in the Server box. Select the Limit size of desktop to fit on the screen check box only when using applications that have been specifically sized for use with Pocket PC.
4. Tap Connect.

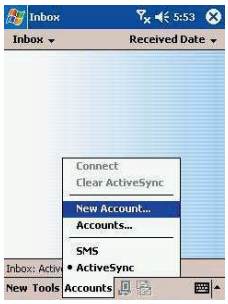
If the network administrator has configured Terminal Services Client to reconnect to disconnected sessions, and you previously disconnected from a Terminal Server without ending the session, the Terminal Services Client reconnects to that session.

For more information about the connection of Terminal Services Client, tap → Help

Chapter 7 Messaging

7.1 E-mail Messages: Using Inbox

You can set up a connection to an e-mail server so that you can send and receive e-mail messages by using a modem or network connection and Inbox on your device.



You can use multiple e-mail services to receive your messages. For each e-mail service you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

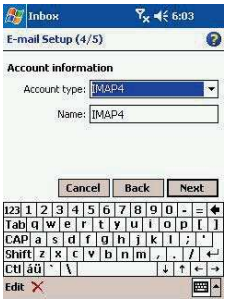
To set up an e-mail service:

1. Open Inbox on your device, tap Accounts, and then New Account. Follow the directions in the New Account Wizard.
2. Fill in you e-mail address then tap Next.

Next will initiate auto-configuration which attempts to connect your Pocket PC Phone to your e-mail server and automatically download the necessary e-mail connection settings.
If auto-configuration is successful you can immediately begin sending/receiving e-mails.
If auto-configuration is unsuccessful you will need to manually enter the settings.

3. Enter Your name, User name and Password, then tap Next.

4 From the drop down menu select the Account type that your e-mail provider supports (POP3 or IMAP4).
5 Enter a Name for your e-mail account then tap Next.



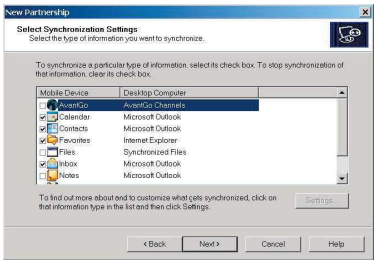
6 Enter the your e-mail provider's server name information for Incoming mail and Outgoing mail, then tap Finish. When finished, to connect to your e-mail server, tap Accounts and then Connect.

For an explanation of a screen, tap and then Help.

Sending and Receiving E-mail

You can use Inbox to send and receive e-mail messages in either of these ways:
Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your PC.
Connect directly to an e-mail server through an Internet service provider (ISP) or a network.
You also can use Inbox to send and receive SMS; it supports 8 bits of data with class 0, 1, 2, 3, and Unstructured Supplementary Service Data (USSD) as well.

a. Synchronizing E-mail Messages



E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the PC.

During synchronization:
Messages are copied from the mail folders of Exchange or Outlook on your PC to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past five days only, and the first 100 lines of each message.
E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, and then sent from those programs.

E-mail messages in folders must be selected in ActiveSync on your PC in order to be transferred.

b. Connecting Directly to an E-mail Server

Once your e-mail account is set up and you're connected, new messages will be downloaded to the device's Inbox folder, and messages in the device Outbox folder will be sent.

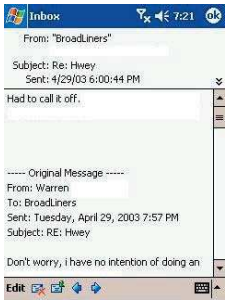
When you delete a message on your device that was downloaded from your e-mail server, it will also be deleted from the e-mail server the next time you connect.

You can work online or offline. When working online, you read and respond to messages while connected. Messages are sent as soon as you tap Send, which saves space on your device.

When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

c. Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.
When you receive a message, tap to open it. Unread messages are displayed in bold.



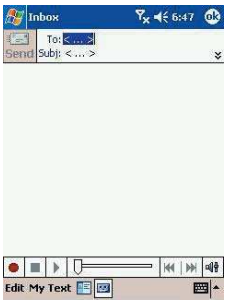
You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message you want to retrieve. On the pop up menu, tap Mark for Download. The icons in the Inbox message list provide visual indication of message status.

Specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

1. Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
2. Change options for direct e-mail server connections in Inbox on your device. Tap Tools and then tap Options. On the Account tab, tap the service you want to change. Tap and hold the service and select Delete to remove a service.

d. Creating an E-mail message

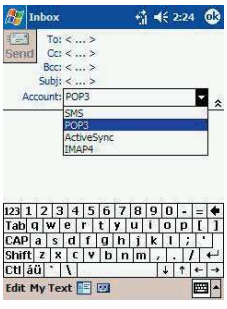
1. Tap New.
2. In the To field, enter either e-mail address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the Address Book button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.



SMS messages can be sent by entering the SMS numbers in the To field.

3. Compose your message. To enter preset or frequently used messages, tap My Text and select a message.
4. Tap Send button when you have finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Swap between e-mail accounts and SMS by tapping Account.



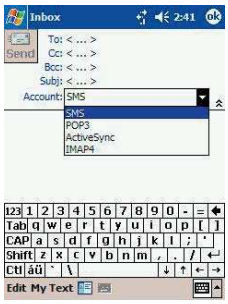
7.2 SMS Messages

SMS messages can be sent in two ways:

- Go to Inbox, open a new e-mail message and select SMS account in the Account type options.
- Or you can directly send in phone dialer in the Tools menu bar.

To send SMS in phone dialer:

1. In phone dialer screen, tap Tools, and then Send SMS. A new message screen appears in Inbox.
2. In the To field, enter the SMS number of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the Address Book button.
3. Compose your message. To enter preset or frequently used messages, tap My Text and select a message.
4. Tap Send when you have finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.



SMS cannot be used to send e-mail messages. You can tap the double arrows next to the subject field to show the complete header. From the Account list, select an e-mail account

If you are sending an SMS message and want to know if it was received, tap Edit, Options, and select Request SMS text message delivery notification before sending the message

7.3 MSN Messenger

MSN 飀essenger on your mobile device is an instant messaging program that lets you:
See who is online.
Send and receive instant messages.
Have an instant message conversations with groups of contacts.
Notifies contacts of your on-line status.
Block contacts from seeing your status or sending you messages.

To use MSN Messenger, you must have a Microsoft Passport TM account or a Microsoft Exchange e-mail account. Once you have obtained one of these accounts, you are ready to sign in to MSN Messenger.

If you have a Hotmail _ or MSN account, you already have a Passport.
To set up a Microsoft Passport account, go tọhttp://www.passport.com
To set up a Hotmail account, go to
http://www.hotmail.com

To switch to MSN Messenger:

Tap → Program → MSN Messenger

Setting Up and Signing In

1. Connect to the Internet using any methods outlined in Chapter 7 Getting Connected.
2. Tap anywhere on the MSN Messenger screen, enter your sign-in name and password then tap Sign in.

Or tap Tools → Options → Accounts tab to set your sign-in name and password by selecting Enable MSN Messenger Service

Your sign-in name is usually in the form : username@domain.com

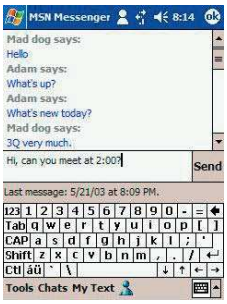
If you already use MSN Messenger on your PC, your contacts will automatically appear on your device

Working with Contacts

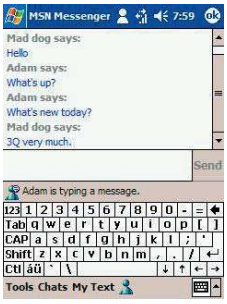
The MSN Messenger window displays all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send e-mail, block a contact from chatting with you, or delete contacts from your list using the pop-up menu.

To see others online without being seen, open the Tools menu, tap My Status and select Appear Offline. If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap Unblock on the pop up menu.

Chatting with Contacts



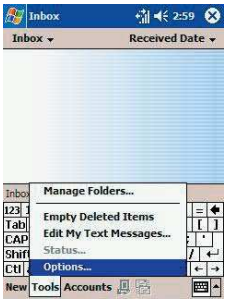
Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap My Text to enter a preset message, then tap Send. To invite another contact to multi-user chat, open the Tools menu, tap Invite then tap the contact you want to invite.



To know if the contact you are chatting with is responding, look for the message under the text entry area.

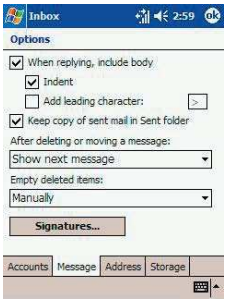
For more information on using MSN Messenger, tap and then Help

7.4 Managing Messages and Folders



By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap Tools and then Options. On the Message tab, select your options.

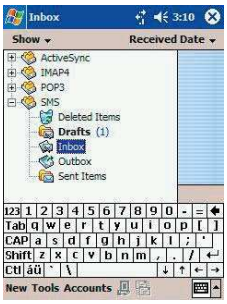
To organize messages into additional folders, create new folders by tapping Tools, then Manage Folders. To move a message to another folder, in the message list, tap and hold the message and then tap Move to on the pop up menu.



Folder behavior with a direct connection to an e-mail server

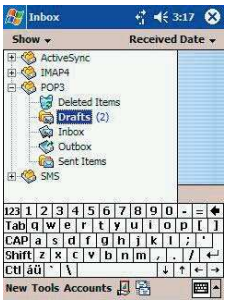
The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4

If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you created and the messages you moved will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your PC.

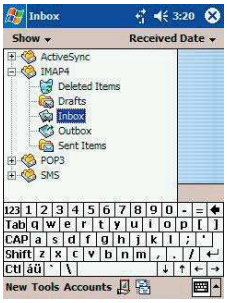


If you use SMS, messages are stored in the Inbox folder of SMS category.

If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.



If you use IMAP4, the folders you created and the e-mail messages you moved are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or PC. This synchronization of folders occurs whenever you connect to your mail server; create new folders, or rename/delete folders when connected



Chapter 8 Companion Programs

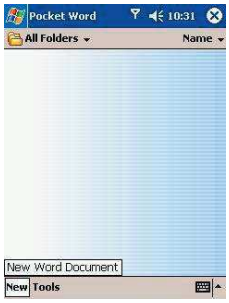
Companion programs consist of Microsoft pocket Word, Microsoft pocket Excel, Windows Media Player for Pocket PC, and Microsoft Reader and Pictures.

To switch to a companion program on your device, tap Programs on the menu, and then tap the program name.

8.1 Pocket Word

Pocket Word works with Microsoft Word on your PC to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your PC to your device. Synchronize documents between your PC and your device so that you have the most up-to-date

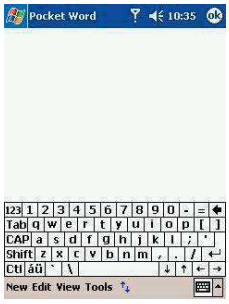
To create a new file:



Tap → Programs → Pocket Word → and then New. A blank document appears.

If you have selected a template for new documents in the Tool → Options dialog box, that template appears with appropriate text and formatting already provided.

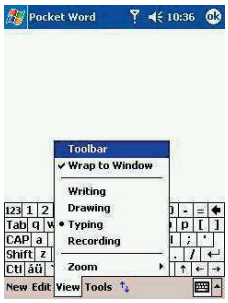
You can open only one document at a time; when you open a second document, you will be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format



Pocket Word contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop up menu.

Select the folder type you want displayed in the list.
Tap to change the sort order of the list.
Tap to open a document.
Tap and hold an item to see a pop-up menu of actions.
Tap to create a new documents.

You can change the zoom magnification by tapping View and then Zoom. Select a higher percentage to enter text and a lower one to see more of your document.



If you are opening a Word document created on a PC, select Wrap to Window on the View menu so that you can see the entire document.

Entering Information in a New File

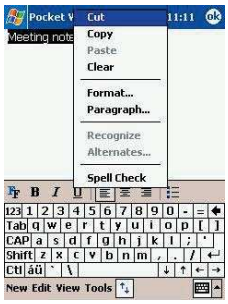
You can enter information in Pocket Word in one of four modes (typing, writing, drawing, and recording), which are displayed on the View menu. Each mode has its own toolbar, which you can show and hide by tapping the Show/Hide Toolbar button on the command bar.

a. Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

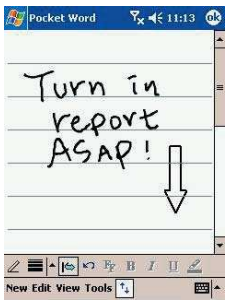
To format or edit existing text, first select it by using your stylus to drag through the text.

You can search a document for text by tapping Edit and then Find/Replace.

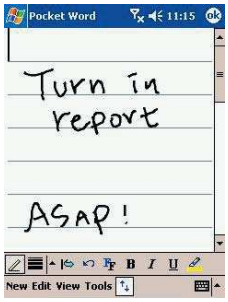


b. Writing Mode

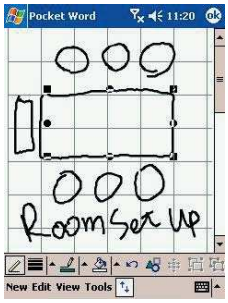
In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.



If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing and can be edited and manipulated as described in the following section.
Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your PC.



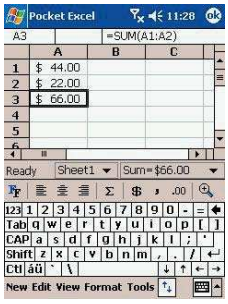
c. Drawing Mode
In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.



d. Recording Mode
In recording mode, you can embed a recording into your document. Recordings are saved as .wav files. For more information on recording, see Making a Recording in Chapter 2. For more information on using Pocket Word, tap and then Help.

8.2 Pocket Excel

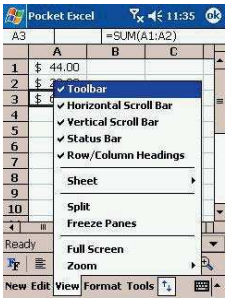
Pocket Excel works with Microsoft Excel on your PC to provide easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your PC to your device. Synchronize workbooks between your PC and your device so that you have the most up-to-date content in both locations.



To Create a new Pocket Excel File

1. Tap → Programs → Pocket Excel → and then New. A blank workbook appears.
2. If you have selected a template for new workbooks in the Options dialog box, that template appears with appropriate text and formatting already provided.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap View and then Toolbar.

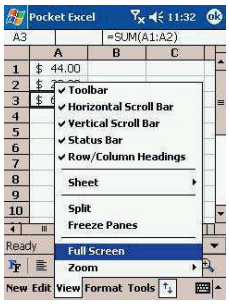


You can open only one workbook at a time; when you open a second workbook, you will be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook; tap Edit, and then Password. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.

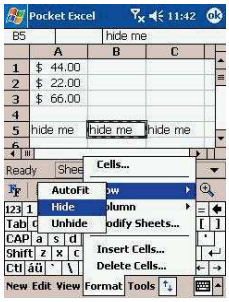
Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:



View in full screen mode to see as much of your worksheet as possible. Tap View and then Full Screen. To exit full screen mode, tap Restore

Show and hide window elements. Tap View and then tap the elements you want to show or hide.



Freeze panes on a worksheet. First select the cell where you want to freeze panes. Tap View and then Freeze Panes. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.

Split panes to view different areas of a large worksheet. Tap View and then Split. Then drag the split bar to where you want it. To remove the split, tap View and then Remove Split.

Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap Format, then Row or Column, and then Hide. To show a hidden row or column, tap Tools, then Go To, and then type a reference that are in the hidden row or column. Then tap Format, then Row or Column, and then Unhide.

8.3 Windows Media Player for Pocket PC

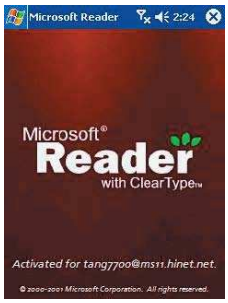
Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap → Windows Media.

Use Microsoft Windows Media Player on your PC to copy digital audio and video files to your Pocket PC. Your Pocket PC can play Windows Media and MP3 files.

For more information about using Windows Media Player for Pocket PC, tap → and then tap Help.

8.4 Microsoft Reader

Use Microsoft Reader to read e-Books on your device. Download books from your favorite e-Book web site to your PC, then use ActiveSync to copy the files to your activated device. To open a book, tap it's title in the MS Reader Library.



To switch to Microsoft Reader, tap → Programs, and then → Microsoft Reader.

Page through the book by using the Up/Down control on your device or by tapping the page number on each page.

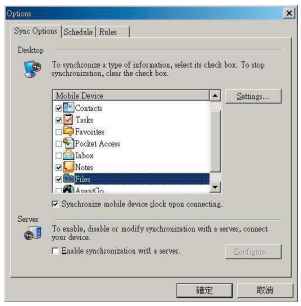
Annotate the book with highlighting, bookmarks, notes, and drawings.

Search for text and look up definitions for words.

The Guide-book contains all the information you need to use the software. To open the Guide-book, tap Help

Reader command bar. Or, on a book page, tap and hold on the book title, and then tap Help on the pop up menu.

Getting Books on Your Device



You can purchase and download book files from the Web to your PC and then synchronize them with your Pocket PC. However, before you can do this, you must

- Activated your device
- Have an activated copy of MS Reader on your PC
- Set up synchronization for Files in ActiveSync.

1. Open ActiveSync on your PC → then check that you have selected synchronize Files. If you have done so it will appear under Information Type; if you have not, click Options, Sync options → tap Files and then OK from the pop-up menu. (The pop-up menu is telling your computer will create a folder in which you must put files you wish to synchronize)

File Synchronization
A Synchronized Files folder will be created on your desktop computer. Place files that you want to synchronize into this folder.
Microsoft ActiveSync may need to convert files when synchronizing between your mobile device and this desktop computer. Note: A converted file may not contain all information found in the original file.
OK
Help

2. If you have not already activated your device, open your web browser, go to http://das.Microsoft.com/activate and follow the instructions.
3. Go to www.microsoft.com/reader/shop.asp for a list of retailers selling MS Reader e-Books.
4. If you do not have a copy of MS Reader on your PC, go to one of the retailers listed above and download a free copy from their site; then activate it as described above.
5. Go to one of the MS Reader e-Book sites, and follow the instructions for choosing, purchasing and downloading a book to your desktop.
6. Use Windows Explorer on your desktop to locate the MS Reader's My Library folder → and the Pocket PC My Documents folder. Find the book title in My Library → and then copy it to Pocket PC My Documents. ActiveSync will then download the

Using the Library

The Library, your MS Reader home page, displays a list of all books stored on your device or storage card.
a. To open the Library :

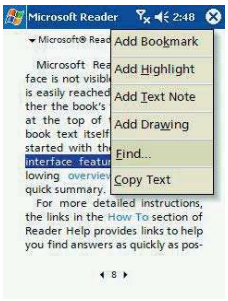
1. Tap → Programs → Microsoft Reader.
2. On a book page, tap the book title, and then tap Library on the pop up menu.

b. To open a book :
Tap its title in the Library list.

Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.
Subsequently, whenever you open the book, you□ll be automatically taken to the last page read.
In addition to the text, each book page includes a page number and book title.
Page through a book by using the Up/Down control on your device.

Using Reader Features

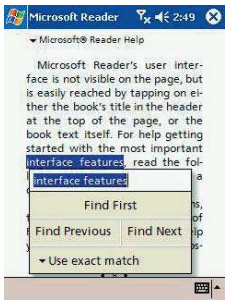

Microsoft Reader
2:48
Add Bookmark
Add Highlight
Add Text Note
Add Drawing
Find...
Copy Text
For more detailed instructions, the links in the How To section of Reader Help provides links to help you find answers as quickly as pos-

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

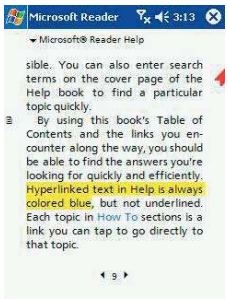
Select text by dragging across the text on the page. Then, tap an option on the pop up menu, as described below:

Search for Text. Find text in a book by tapping Find on the pop up menu. Enter the word you want to search for, and tap the desired Find option. Reader highlights found text on the page. To close Find, tap outside the box. To return to your original page, tap the title and then tap Return on the pop up menu.

Copy Text. You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap Copy Text on the pop up menu. The text can be pasted into the program of your choice.

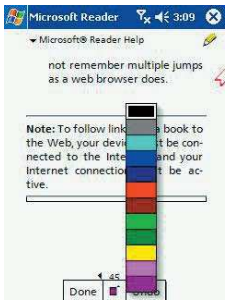

Microsoft Reader 2:49
Microsoft® Reader Help
Microsoft Reader's user interface is not visible on the page, but is easily reached by tapping on either the book's title in the header at the top of the page, or the book text itself. For help getting started with the most important interface features, read the fol-
interface features
Find First
Find Previous
Find Next
Use exact match

Bookmarks. When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.


Microsoft Reader 3:13
Microsoft® Reader Help
sible. You can also enter search terms on the cover page of the Help book to find a particular topic quickly.
By using this book's Table of Contents and the links you encounter along the way, you should be able to find the answers you're looking for quickly and efficiently.
Hyperlinked text in Help is always colored blue, but not underlined.
Each topic in How To sections is a link you can tap to go directly to that topic.

Highlights. When you highlight text, it appears with a colored background.
When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display in the left margin. To show or hide the note, tap the icon.

Drawings. When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.



To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap Go to → Annotations Index on the book's cover page. You can tap an entry in the list to go to the annotated page.

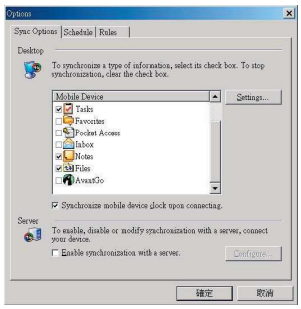
Removing a Book

When you finish reading a book, you can delete it to conserve space on your device. If a copy of the book is stored on your PC, you can download it again at any time.
To remove a book from your device, tap and hold the title in the Library list, and then tap Delete on the pop up menu.

8.5 Pictures

Pictures collects, organizes and sorts .jpg picture files on your device. You can download images to your PC, and then use ActiveSync to copy the files to your Pocket PC Phone. After that, you can view the images as a slide show.

Pictures can also be stored and transferred to your device from an MMC, SD or digital camera card. Insert a card into the memory card slot and then copy or drag the pictures from your PC to the My Documents directory on the memory card (If the memory card does not have a My Documents directory you must create one first).



Transferring Pictures

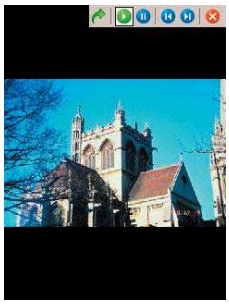
Pictures stored on your PC can be synchronized with Pictures on your device. Picture synchronization is not automatically selected in ActiveSync, you need to tap the sync option Files in ActiveSync on your desktop PC to activate this function.

Finding and listing pictures

1. Tap → Programs → Pictures.
2. Tap My Pictures and select a folder from the drop-down menu

Viewing Pictures

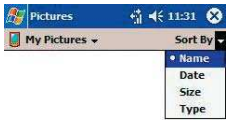
1. In picture, tap to view pictures as a slide show.
2. Tap to view pictures stored in your My Picture folder.
3. Tap to view pictures stored on a storage card.



Tap anywhere on the screen to display the Slide show toolbar, which you can use to pause the slide show, rotate the view, and more.
Press the Left / Right controls to move forward or backward through the slides.

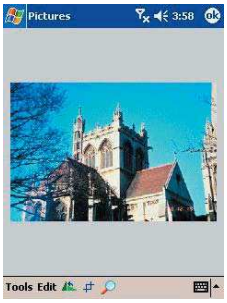
Sorting Pictures

1. Tap → Programs → Pictures.
2. Tap Name and select an option from the drop-down menu.



Deleting an Image

Hold the stylus firmly on the file name of the picture you want to delete, and then select Delete from the pop up menu.



Edit Pictures

You can rotate, crop, zoom and adjust the brightness and color contrast of your .jpg pictures.

1. Tap to rotate a picture 90 degrees counter-clockwise.
2. Tap to crop a picture by dragging and selecting the crop area. Tap outside of the box to stop cropping.
3. Tap to display the Zoom panel, from which you can zoom in or out of a picture, or return a picture to full-screen size.
4. Tap Edit → Brightness and Contrast to adjust the brightness and contrast levels of a picture.

Tap Edit->Undo to undo an edit.

Set Pictures as Background

You can use one of your own .jpg pictures as the background on the Today screen, and specify how you want it displayed on the screen, such as adjusting the transparency level.

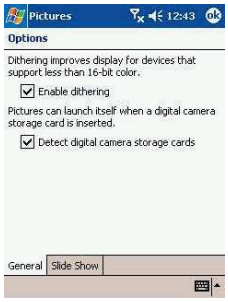
1. In Pictures, tap the picture you want to set as the background.
2. Tap Tools → Set as Today Wallpaper.

The default setting for the transparency level of the background picture is 65%. To change the setting, tap the option Set as Today Wallpaper.

Customizing Pictures

You can opt to launch the Pictures program automatically when a digital camera storage card is inserted and decide on a time delay length between slides when showing a slide show.

a. To select launch automatically:



1. Tap → Programs → Pictures.
2. Tap Tools → Options → then General.
3. Then check the box next to Detect digital camera storage cards

b. To select the time delay between slides :

1. Tap → Programs → Pictures.
2. Tap Tools → Options → then Slide Show.

Select a number of seconds then Tap OK